



Online Document Management at JPL

*Online Document Management at
JPL*

RIPE Conference, October 18, 2000

Daria Topousis and Ann Bernath

Topics

- Introduction to the information system
- Requirements levied on the system
- Features and capabilities
- Make or buy decision
- Demo

What is the DMIE Information System?

- Official repository for institutional documents such as policies, procedures, specifications, charters, process definitions, etc.
- Includes an authoring tool, an end-user interface for accessing documents, and a database editing tool
- Built on an Oracle 8i database with a Perl library

What is the DMIE Information System?

- Official repository for institutional documents such as policies, procedures, specifications, charters, process definitions, etc.
- Includes an authoring tool, an end-user interface for accessing documents, and an administrator's tool
- Built on an Oracle 8i database with a Perl CGI

Requirements Levied on the System

- **Document Access**
 - Must be accessible by all personnel at any time and from any computer
- **Repository Content and Architecture**
 - File Formats to Support Long-Term Retention
 - Document Relationships
 - Categorizations
 - Document Publication States and Life-Cycles

Requirements Levied on the System

- **Document Control**
 - Document Consistency
 - Authors must be able to update documents quickly and easily
 - Authoring Privileges by Role – Check In/Check Out
 - Document Version Control and Change Histories
- **End-User-to-Process Communication**
 - Release Notification
 - End-User Feedback

Requirements Levied on the System

- **Process-Based Management Support**
 - Process/Document Associations
 - Glossary of Terms and Acronyms
- **Review Process Support**
 - Reviewer and Impact Assessor Lists
 - Automated Review Requests
 - Capture of Review Comments
- **User Assistance and Training**

Features and Capabilities

- Word 2000-based authoring tool using templates
- Web-based document management
- Document subscription
- Notification lists
- Review cycles and automatic expiration
- Automatic revisions
- Drafts, official documents, and long-term archives

Make or Buy Decision

- Initial development phase - 1996
 - No integrated COTS available – bought several COTS products and contractor to “glue” them together
- Recent Redesign – 1999/2000
 - COTS non-Y2K compliant and contractor went bankrupt
 - Still no COTS available to meet requirements (authors not ready for content management systems)

TotalDoc

- Web-based meta-data editor
- Web-based publication management
- Word 2000 templates and macros for editing
- Document meta-data and content stored in Oracle 8i database



Online Document Management at JPL

DEMO